**Young Small Schools Learning Community**

**Roles & Responsibilities**

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| **Management** | **Responsibility** | **Core** | **Responsibility** | **Support** | **Responsibility** |
| **External Relationships**   * Promote events through local media * Participate in local events * Services with outside agencies | **Jenny Lewis – Greenethorpe**  **Nicole Sanderson – Wombat**  **Kae Neville - Murringo** | **Professional Learning**   * Establish the needs and expertise of staff * Determine the availability of professional learning opportunities * Provide opportunity for sharing new knowledge | **Kathy Nott -**  **Bribbaree**  **Alison Pippard -**  **Maimuru**  **Andrew Barnes - Monteagle** | **Internal Relationships**   * Designate ‘out of school’ contact for support beyond that provided by principal * Plan and organise social events * Share and refine the System Map within and across schools * Schedule face-to-face meetings to share expertise and resources | **Angela Bennett -**  **Wombat**  **Jenny Lewis - Greenethorpe** |
| **Administration documentation**   * Sharing DET required policies and procedures * Develop and share other useful documents and ideas within the learning community | **Monica Gordon -**  **Monteagle**  **Anne Barnett - Bribbaree** | **Teaching and Learning Programs**   * Develop CTJ rubrics * Share innovative programs * Assess programs * Numeracy | **Monica Gordon -**  **Monteagle**  **Meredith Timmins – Maimuru**  **Kathy Nott - Bribbaree** | **Technology**   * Designate technology coordinator (guru) * Identify individual and program needs * Research available training * Implement training as required. * Maintain website | **Angela Bennett -**  **Wombat**  **Andrew Barnes – Monteagle**  **Kate Parry-Ewing - Bribbaree** |

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| **Management** | **Responsibility** | **Core** | **Responsibility** | **Support** | **Responsibility** |
| **Sustainability**   * Orientation of new principals and staff * Checklist of everything needed to do for new teachers | **Monica Gordon -**  **Monteagle**  **Kate Parry-Ewing - Bribbaree** | **Project Management**   * Identify need for a project * Design and implement the project * Evaluate and assess project (and resources) | **Kae Neville -**  **Murringo**  **Toni Daly - Wallendbeen** | **Support Each Other**   * Establish list of ‘designated persons’ to contact for support * Identify support required * Evaluate effectiveness of support provided | **Angela Bennett -**  **Wombat**  **Meredith Timmins - Maimuru** |
| **Planning**   * Develop annual Learning community plan * Evaluate effectiveness of learning community plan, timetable, activities and events | **Monica Gordon – Monteagle**  **Suzanne Hurley - Monteagle** | **Events**   * Identify events and timetable them * Coordinate individual events | **Kae Neville**  **Murringo** | **Teacher Welfare**   * Allocate buddy/mentors * Access support services | **Angela Bennett**  **Wombat**  **Meredith Timmins - Maimuru** |
|  |  | **Sharing Resources**   * Develop database * Develop a protocol for usage | **Kathy Nott -**  **Bribbaree**  **Kate Parry-Ewing - Bribbaree** |  |  |